

LEAVE AT A GLANCE FOR MANAGERS

POLICY #	LEAVE TYPE	LEAVE AMOUNT	PAY IMPACT	BENEFITS IMPACT	JOB IMPACT
4.30	Tuesday, 9/11/01 General	none; leave not tracked	no change	no change	no change
4.40	Community Service	up to 16 hours per year	no change	no change	no change
1.15	Disaster Relief	if job related, no leave charged	no change	no change	no change
		if not job related, up to 80 hours per natural disaster	no change	no change	no change
		if military call up for disaster, as ordered	state pay plus military pay	no change	no change
4.50	Military	up to 15 days per federal fiscal year as ordered	state pay plus military pay	no change	no change
		more than 15 days per federal fiscal year as ordered (Leave Without Pay Military)	<p>military pay but no state pay; employee will receive lump sum payment for: <i>COMPENSATORY LEAVE</i> --entire balance <i>OVERTIME LEAVE</i> --entire balance</p> <p>employee may elect to receive a lump sum payment from: <i>ANNUAL LEAVE</i> --up to maximum payment limit for annual leave balance; <i>TRADITIONAL SICK LEAVE</i> --up to 25% of traditional sick leave balance up to \$5,000 <i>VSDP FAMILY & PERSONAL LEAVE</i> --available hours up to 40 hours</p>	<p>federal benefits; state benefits impact: <i>HEALTH</i> --no payroll deduction; --may COBRA @ current employee rate <i>FLEXIBLE SPENDING ACCOUNT</i> --no contributions <i>DEFERRED COMPENSATION</i> --no deferred compensation <i>CASH MATCH</i> --no cash match <i>LONG TERM CARE</i> --no payroll deductions; <i>LIFE</i> --24 months coverage; <i>RETIREMENT</i> --no accrual until reinstatement</p>	comparable, but not necessarily same position
4.15	Education	no change	no change	converts to Military Leave	no change